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Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
February 24, 2016
1:30 p.m.**

Voting Members Present: Eric Reed, Ken Crawford (for Cheryl Stevens), Janet Applin (for Sam Evans), Connie Foster, Jeff Katz, Merrall Price (for Dennis George), Larry Snyder and Neale Chumbler.

Advisory Members Present: David Lee, Richard Miller, Craig Cobane, Jessica Gilland (for Ladonna Hunton), Cheryl Davis, Beth Laves, Doug McElroy, Tiffany Robinson, Tuesdi Helbig, and Amber Scott Belt.

I. Approval of February 10, 2016 Minutes

Dean Foster made a motion, seconded by Dean Snyder, to approve the minutes from the February 10, 2015 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. WKU Course Definitions Follow-up (tabled until March 9th)

III. Discussion Items:

A. Notification of Graduate Faculty Status

Dr. Miller reminded deans that the individuals who are scheduled to teach 500 level courses and above must have obtained Graduate Faculty Status.

B. Academic Space Allocation Follow-up

Provost Lee indicated that per an e-mail from Dr. Ken Crawford, the academic advisors within Ogden College who primarily advise students of Islamic faith have not heard any concerns directly from those students about the need for prayer space. After a brief discussion it was determined that concerns expressed during the February 10th meeting were likely isolated and required no further response/action from the Council at this time.

C. Senate Recommendation on Faculty Appraisal Forms Development

A Senate Recommendation dated February 18, 2016 was sent to Provost Lee which stated as follows:

Motion from SEC: Motion requesting the Faculty Welfare and Professional Responsibilities Committee to solicit faculty opinions about the change in the

annual evaluation rubric and to share those results with University Senate (Attachments included all evaluation forms for all seven colleges/libraries)

The committee discussed our charge from the SEC in a lengthy and thoughtful conversation. We submit the following recommendation to the body:

The Faculty Welfare and Professional Responsibilities Committee recognizes the faculty evaluations provide trend data for faculty members' career paths. Therefore we recommend that:

- 1) All colleges should utilize a five category rubric as best practices (five point Likert scale) including written commentary from their department head.*
- 2) All colleges should seek faculty input if their evaluation rubric changes.*

After much discussion, it was determined that deans, in concert with their respective department heads, would develop a methodology in which these concerns may be appropriately addressed.

D. Policy 1.2091/2.2091 Faculty Workload and Compensation

Dr. Cheryl Davis provided a brief overview of the recommended amendments to the current policy. After a brief discussion, the item was tabled for further discussion at the March 9th meeting.

E. Miscellaneous

The University Senate has expressed some concern about changes in travel expenditures in relation to budget trends over the past ten years. Provost Lee distributed a table created by Dr. Ladonna Hunton summarizing travel expenditures. After a brief discussion, deans were asked to review their respective expenditures and contact Dr. Hunton with any questions or concerns they may. These numbers were distributed in preparation for future budgetary conversations and collaborative efforts with the University Senate.

Respectfully Submitted,

Amber Scott Belt